

2 June 1955

MEMORANDUM FOR: Special Support Assistant/DDS
VIA: Chief, PI
SUBJECT: Write-off of Indebtedness of Contract Agent
Everett M. CHORMLEY (P)
REFERENCE: (a) CFR 1.4d
(b) FD/O&L Memo of 21 December 1954 addressed
to Chief, SR

1. It is requested that the amount of \$41.67 be written-off the account of Everett M. CHORMLEY. Subject was in our employ during the period 7 November 1952 thru 1 October 1954. His indebtedness is a result of salary paid for a period while on leave, 10 through 13 December 1953. His contract did not provide for leave, but as he was employed by us for a sufficient length of time to justify the taking of annual leave, we feel that it would be unjust to attempt to collect this debt at this late date.

2. In addition to justification for leave, stated above, the subject has had financial difficulties during the past seven months, having been without employment for this period of time. OO/Contacts is endeavoring to assist him in finding employment but has not been successful to date. Naturally, attempts to collect the \$41.67 would put the representative of OO/Contacts in a difficult position in dealing with the subject. For these reasons and because the subject was loyal and conscientious as an employee, we are interested in having his debt liquidated.

3. For any further information, please contact []
[] Room 2607 J Building, extension 8545.

[] Chief, SR/2 []

Concur: _____
Chief, SR

Concur: _____
Chief, PI

Approve: _____
SSA/DDS

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